

ACCOUNTING DIVISION – FINANCE DEPARTMENT
CAAP Central Office

PAYMENT OF SALARIES, ALLOWANCES, BONUSES AND OTHER PERSONNEL BENEFITS

Schedule of Availability of Service:

Monday – Friday (8:00 AM to 5:00 PM)

No Noon Break

Who may avail of this Service:

CAAP Employees

What are the requirements:

Please refer to the checklist

HOW TO AVAIL OF THE SERVICE:


Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
		1. Receive complete documents from Budget Division Forward to assigned Accounting personnel			15 min	Accounting Personnel
		2. Validate supporting documents; process and prepare Disbursement Voucher (DV) and record in index of payment		JEV, DV, Index of payment	2 hours	Accounting Personnel
		3. Conduct Final Audit			1 hour	Chief, Disbursement Section
		4. Assign Journal			5 min	Accounting

		Entry Voucher (JEV) and DV number for check payment Prepare DV for ATM payment				Personnel
		5. Sign the documents			2 hours	Chief Accountant
		6. Documents numbering			5 min	Accounting Personnel
		7. Forward to Admin Dept for approved for payment for ATM payout; Forward to Chief, Finance Dept for approval for payment by check payment			5 min	Accounting Personnel
		8. Sign the documents;			15 min	Chief, Admin for ATM payment Chief, Finance for check payment
		9. Forward to checking for ADA / Check preparation			5 min	Accounting Personnel
TOTAL DURATION OF ACTIVITY					5 hours 50 mins	


Prepared by:

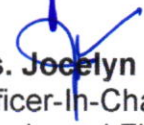
for ~~Insirah G. Micawayan~~
Accountant II

Noted by:


Ms. Aida S. Romulo
Chairperson, Citizen's Charter Team

Approved by:


Kevin D. Almerido
Officer-In-Charge
Accounting Division


Ms. Jocelyn L. Ching
Officer-In-Charge
Admin and Finance Service